



PROPERTY BRIDGE
TRANSLATION

PROPERTY HANDOVER CHECKLIST

Your guide to a smooth and stress-free handover day in Spain.



BEFORE HANDOVER

- ☐ Confirm the handover date, time and location
- ☐ Confirm who will hand over the keys
- ☐ Check that the property will be given with vacant possession
- ☐ Confirm any agreed repairs have been completed
- ☐ Arrange a final inspection time (if possible)



KEYS & ACCESS

- ☐ Collect all sets of keys
- ☐ Include keys for gates, garage, storage rooms, communal areas, etc.
- ☐ Collect remotes, fobs, codes and alarm instructions
- ☐ Note where key items are located (alarms, fuse box, stopcock, etc.)
- ☐ Plan to change the main locks



FINAL INSPECTION

- ☐ Inspect the property and confirm condition
- ☐ Check that any agreed repairs are completed
- ☐ Confirm appliances and fixtures are included
- ☐ Test doors, windows, shutters and locks
- ☐ Check water, electricity and gas are working
- ☐ Look for leaks or signs of damage
- ☐ Take photos if you notice any issues



METER READINGS

- ☐ Take photos of electricity, water and gas meters
- ☐ Ensure the reading and meter number are visible
- ☐ This will be your record of handover consumption



DOCUMENTS & INFORMATION

- ☐ Collect appliance manuals and warranties
- ☐ Obtain building plans and certificates
- ☐ Get community rules and contacts
- ☐ Request maintenance records (if available)
- ☐ Collect recent utility bills
- ☐ Gather pool/garden maintenance details (if applicable)
- ☐ Keep all documents in a safe place



UTILITIES & SERVICES

- ☐ Change the name on electricity, water, gas and internet accounts
- ☐ Provide your documentation (NIE, ID, title deed, bank details, etc.)
- ☐ Do not cancel services unless advised
- ☐ Understand how bills are paid
- ☐ Confirm waste collection day and recycling rules



COMMUNITY (IF APPLICABLE)

- ☐ Introduce yourself to the community administrator or president
- ☐ Confirm payment of community fees
- ☐ Ask about rules, facilities and opening times
- ☐ Check for planned works or special charges
- ☐ Provide your contact and bank details



INSURANCE

- ☐ Ensure the property is insured from the handover date
- ☐ Check what the community insurance covers
- ☐ Consider building, contents and liability cover
- ☐ Review cover for unoccupied periods



IMMEDIATE PRIORITIES

- ☐ Change the locks
- ☐ Test smoke alarms and security systems
- ☐ Clean the property
- ☐ Check for leaks after water is turned on
- ☐ Turn off water if the property will be empty
- ☐ Arrange regular property checks if needed



IF YOU FIND A PROBLEM

- ☐ Raise any issues as soon as possible
- ☐ Contact your lawyer if:
 - Property is not vacant
 - Items are missing or damage found
 - Utilities are disconnected
 - Agreed works not completed
- ☐ Document issues with photos and notes



ENJOY YOUR NEW HOME!

A little preparation on handover day helps ensure a smooth start and peace of mind in your new Spanish property.



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